

AGREEMENT

Between

THE GLASSBORO BOARD OF EDUCATION

And

THE GLASSBORO EDUCATION ASSOCIATION

July 1, 2025 – June 30, 2028

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**ARTICLE I – RECOGNITION OF THE MAJORITY REPRESENTATIVE UNIT  
(GLASSBORO EDUCATION ASSOCIATION)**

Whereas a majority of the teachers, secretaries and transportation employees in the Glassboro Public Schools have designated the Glassboro Education Association (hereinafter "GEA") as their exclusive representative unit, now;

Therefore, be it, resolved that, pursuant to Chapter 123, Public Law 1974, the Board of Education of the Glassboro Public Schools, Glassboro, New Jersey, (hereinafter referred to as the Board), recognizes the GEA as the representative of personnel designated as unit members who are compensated on the salary guides attached to this Agreement, including teachers, library/media specialists, guidance counselors, school nurses, social workers, speech correctionists/speech-language specialists, school psychologists, learning disability teacher consultants, instructional facilitators, reading specialists, athletic trainer, secretaries, bus drivers, mechanics, transportation aides and all other non-supervisory instructional and transportation personnel for the purpose of collective negotiations concerning the terms and conditions of employment of the employees in such unit and excluding all other employed personnel such as all positions assigned to the office of the Board of Education.

**ARTICLE II - PROCEDURES FOR MEETINGS**

- A. In recognition of Public Laws 123, enacted in 1974, which requires both the local Board of Education and the Education Association to negotiate in good faith, and in further recognition of specific dates for budget commitments set by State Statute, it is therefore agreed that the GEA will present its proposals to the Glassboro Board of Education on or before January 15<sup>th</sup> of the year of expiration of this contract. Negotiations will commence at this time. Final proposals by both parties will be submitted by March 1<sup>st</sup>. Both parties will make every effort to conclude negotiations by May 20<sup>th</sup>.
- B. It is further agreed by the respective parties, during the period of negotiations, that the only publicity accorded the negotiations, by the parties will consist of discretionary releases to the Board and to the Association and a joint press release. In the event that the parties are unable to agree upon wording, the joint press release shall state that "no progress has been made."
- C. The GEA and the Board shall individually name their respective representatives for the purpose of collective negotiations concerning the terms and conditions of employment.
- D. The chairpersons of the respective teams shall determine the final agenda and shall establish mutually acceptable meeting dates.

**ARTICLE III - ASSOCIATION AND UNIT MEMBERS' RIGHTS**

A. Information

The parties agree that any information regarding negotiations or grievance proceedings necessary for the Association to represent unit members shall be made available to the Association after receipt of a written request from the Association to the Office of the Superintendent. The information will be provided as soon as possible, provided that it is available within the district.

B. Use of School Buildings

The GEA, in accordance with Board Policy "Use of School Facilities," shall be entitled to the use of the school buildings for the purpose of conducting meetings.

C. Orientation

The Association shall be granted use of school facilities to conduct orientation programs. These programs shall be conducted after the general Board of Education orientation activities have concluded.

D. Exclusive Rights

The parties agree that the Association, as the duly certified representative of this unit, shall possess the rights enumerated in this Agreement and these rights will not be conferred on any organizations seeking to represent members of this unit.

- E. Unit members shall immediately report to their principal or immediate supervisor, in writing, cases of assault, as defined in N.J.S.A. 2C: 12-1 et seq., suffered by them in connection with their employment. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the unit member for information in the possession of the Superintendent relating to the incident or the person involved. Such cooperation by the Superintendent shall be consistent with that permitted by law.
- F. The Board shall reimburse unit members for any loss, damage, or destruction of clothing or personal property of a unit member as a result of an assault, while on duty in school, on the school premises, or in a school sponsored activity, up to a maximum of one hundred dollars (\$100). Such reimbursement shall cover only those items not covered by any insurance.
- G. Unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health or safety.
- H. Pursuant to Chapter 123, Public Law of 1974, the Board hereby agrees that except as hereinafter provided, "Public employees shall have, and shall be protected in the exercise of, the right, freely and without fear of penalty or reprisals, to form, join, and assist any employee organization or to refrain from such activity."
- I. Except as hereinafter provided, the rights of unit members under New Jersey School laws or other applicable laws and regulations are neither denied nor restricted.
- J. No religious or political activities of any unit members or the lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such unit members, providing said activities do not violate any local, state, or federal law.
- K. The Association shall have the right to designate one (1) member per building to participate in the School District Safety Committee on a quarterly basis. The Association representative shall have an equal voice on the Committee.

## **ARTICLE IV - MANAGEMENT RIGHTS**

The adoption of policies, rules, regulations, and the right to employ and assign personnel, and to determine the methods, means and personnel necessary to maintain and operate the school district, and the use of judgment and discretion in connection therewith, by the Board shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the Laws and Constitution of the State of New Jersey and of the United States.

## **ARTICLE V - NO STRIKE CLAUSE**

Neither the Glassboro Education Association, nor any of its individual members, nor any of its agents, nor persons acting on its behalf, shall take action, individually or in concert, which will interrupt the operations of the school system.

## **ARTICLE VI - FORMAL GRIEVANCE PROCEDURE**

### **A. Definitions**

1. A "grievance" is a claim by a unit member or the Association based upon the interpretation, application, or violation of this agreement, policies or administrative decisions affecting terms and conditions of employment.
2. A grievance, to be considered under this procedure, must be initiated by the unit member within twenty (20) days of the time the unit member knew or should reasonably have known of its occurrence.
3. A "grievant" is the person or persons making the claim.
4. The number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The time limits specified, however, may be extended by mutual agreement. All days referred to in this Article shall be business days if initiated between July 1 and August 31 and school days if initiated between September 1 and June 30.
5. The purpose of this procedure is to secure, at the lowest level, equitable solutions to the problems that may arise under the provisions of this Agreement.

### **B. Grievance Procedures**

1. Level One:
  - a. An individual grievant and or the GEA representative or chairperson of the Grievance Committee of the GEA shall first discuss the alleged grievance with the building principal/immediate supervisor of the unit member.
2. Level Two:
  - a. If, after consultation with the building principal/immediate supervisor, a satisfactory solution has not been reached within five (5) days, a written formal grievance, designating the grievance and all parties to the grievance may be filed with the building principal immediate supervisor. The grievant shall state the remedy or solution sought in writing.

- b. The grievant will submit the grievance on the form agreed upon by the negotiating teams. Forms may be secured from the Superintendent's office. If such written formal grievance is not filed within ten (10) days after the initial discussion at Level One, the grievance shall be considered waived.
3. Level Three:
- a. If the grievant is not satisfied with the disposition of his/her written grievance at Level Two, or if no decision has been remedied within ten (10) days after presentation of the written grievance, he/she may file the grievance in writing with the Superintendent of Schools.
  - b. The Superintendent of Schools shall render a written decision within ten (10) days.
4. Level Four:
- a. If dissatisfied with the action taken in the previous levels, the grievant may, with full knowledge of the building principal and the Superintendent of Schools, within ten (10) days after receipt of the Superintendent's decision, request an appointment for review by the Board of Education or its designated committee. The Superintendent shall prepare a review of the grievance for the Board or designated Board committee.
  - b. The Board or its designated committee may, in its discretion, formally meet with the grievant to review the grievance, and the Board shall render its decision within thirty-one (31) days or may, in its discretion, waive this procedure and refer the grievance to a mutually agreed upon arbitrator.
5. Level Five:
- a. If the grievant is not satisfied with the disposition of his/her grievance by the Board, he/she may, within fifteen (15) days after notification of the decision by the Board, file a demand for arbitration with the New Jersey Public Employment Relations Commission for the selection of an arbitrator and a hearing in accordance with its rules and procedures. The grievant and the Board may utilize the services of a mutually agreed upon arbitrator.
  - b. The arbitrator so selected will confer with the parties and hold hearings promptly and will issue his/her decision no later than twenty (20) days from the date of the close of the hearing. The arbitrator's decision shall be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this Agreement. His/her authority shall be limited to deciding whether a specific Article and section of this Agreement has been violated and shall be subject to, in all cases, the rights, responsibilities and authority of the parties under the New Jersey School laws or any other national, state, county, district or local laws. The arbitrator shall not usurp the functions of the Board of Education or the proper exercise of its judgment and discretion under law and this Agreement. The decision of the arbitrator shall be final and binding on both parties.
  - c. The costs for the services of the arbitrator per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the Board and the individual if acting on his/her own behalf. Any other expenses incurred shall be paid for by the party incurring the same.

6. A unit member or a representative of unit members may appeal the interpretation, application or violation of this Agreement, provided that such grievance procedures shall be included in this Agreement entered into between the Board and the Association.
7. All records dealing with processing of a grievance shall be retained in a separate file in the office of the Superintendent of Schools. They shall be held in strict confidence as a protection to the individual employee and in respect to the right of privacy.
8. It shall be the general practice to process grievance procedures during time which does not interfere with assigned duties of the Association staff, provided, however, in the event it is agreed by the Board to hold proceedings during the school day, a grievant participating at any level of the procedure with any representative of the Board shall be released from assigned duties without any loss of salary.
9. An individual employee or the GEA representative during the course of the processing of a grievance shall continue to follow administrative directives and Board policy.
10. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:
  - a. The termination of services of or failure to re-employ any probationary unit member.
  - b. Any claim or complaint for which there is another remedial procedure of form established by law or by regulation having the force of law, including any matter subject to the procedures specified in the N.J. Statutes Annotated, Title 18:A
11. "Binding arbitration" as used in this Agreement shall be used only within the procedures set forth in this Article.

## ARTICLE VII – SALARIES

### A. Contracted Hourly Rate

The contracted hourly rate for the duration of this agreement shall be **\$45 an hour**.

### B. Teachers

1. The salaries of all teachers covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof.
2. Each employee shall be placed on his/her proper step of the salary schedule. 10-month employees who work ninety-four (94) working days in a school year shall be granted one full year's experience and shall advance to the next salary level at the beginning of the following school year. The figure of ninety-four (94) working days shall also be used to calculate longevity and maternity/paternity leave.
3. New 12-month employees on the job prior to January 1<sup>st</sup> shall be credited with a full year of service and shall advance to the next salary level at the beginning of the following fiscal year. This date shall also be used to calculate longevity and maternity/paternity leave.

### C. Adult Evening Middle/High School Teachers

Teachers working in the adult evening middle/high school program shall be paid the contracted hourly rate in addition to 30 minutes of preparation time per week.

D. Payments and Deductions

1. Unit members employed on a twelve (12) month basis shall be paid in 24 equal installments on the 15<sup>th</sup> and 30<sup>th</sup> of each month. If a payday falls on a weekend or district holiday, employees shall be paid the last district business day preceding the weekend or district holiday.
2. Unit members employed on a ten (10) month basis shall be paid in twenty (20) equal installments on the 15<sup>th</sup> and 30<sup>th</sup> of each month. If a payday falls on a weekend or on a district holiday, employees shall be paid the last district business day preceding the weekend or district holiday.
3. All unit members who perform supplemental contracted duties during the contractual school day shall have the supplemental amount added to their base salaries, which shall be paid as stated in paragraphs B (1) and (2) above and shall be treated as salary. This shall include, but not be limited to, department chairpersons, head teachers, etc.
4. The Board agrees to allow automatic payroll deduction for a credit union selected by the employees of the district.

E. Guidance Counselors

1. The salary ratio shall be 1.05 for ten-month guidance counselors (teacher work year).
2. If any additional days are required of a ten-month counselor, the compensation shall be prorated on the employee's per diem salary.

F. Department Chairpersons

1. Department chairpersons shall be appointed by the Board upon recommendation of the Superintendent for no more than one school year. The position of Department Chairpersons shall be under supplemental contract.
2. Tenure shall not accrue to the position of Department Chairperson.
3. The Board reserves the right to eliminate, add or combine the positions of department chairpersons or otherwise organize departments for the accomplishment of administrative objectives.
4. Academic department chairpersons' compensation for the 2025-2026 school year shall be \$ 1826.00, \$1894.00 for the 2026-2027 school year, \$1,964 for the 2027-2028 school year. An additional \$55 shall be paid for each department's members for the 2025 – 2026 school year, \$57 shall be paid for each department's members for the 2026 – 2027 school year, \$59 shall be paid for each department's members for the 2027 – 2028 school year.

The Department Chairpersons presently are organized as follows:

Business/Technology  
English/Social Studies  
Family & Consumer Science/Special Education

Mathematics/Science  
Physical Education  
World Languages/Music/Art  
Other: Coordinator of Music (K-12)

\$3,309.00 (2025 – 2026)

\$3,431.00 (2026 – 2027)

\$3,558.00 (2027 – 2028)

Other: The music directors of Band, Orchestra and Choir who must supervise extra assignments off campus, will be reimbursed at the contracted hourly rate.

#### G. Head Teachers

In buildings that do not have an assistant principal, a teacher will be designated and appointed by the Board of Education as Head Teacher prior to the start of the school year and serve in the place and instead of the principal when he/she is not in the building. The stipend to be paid shall be equivalent to the base stipend equal to the Department Chairs.

In schools having a part-time assistant principal, a half-time Head Teacher shall be designated and appointed and shall be remunerated at the rate of half the rate of a full-time Head Teacher.

#### H. Homebound Instruction

The pay for homebound instruction shall be the contracted hourly rate.

#### I. Athletics

Schedule "E" - The stipend for each position shall be the percentage of the base salary of \$70,999 for the 2025-2026 school year, \$73,626 for the 2026-2027 school year, \$76,350 for the 2027-2028 school year.

Schedule D: CO-CURRICULAR SALARY GUIDE includes the following:

Glassboro High School Drama  
Glassboro High School Clubs  
Bowe School co-curricular  
Bullock School co-curricular

#### J. Co-Curricular

Process for new club approvals:

Students must demonstrate an interest in the club by signing a statement of interest form with a faculty advisor's signature (required). Students and Advisors must complete and submit the mission form to the Principal/AD for review.

Recommendation for new club/organization is sent to the Superintendent by the Principal [AD for presentation to BOE committee.

The BOE committee puts the new club/organization on the Board of Education agenda for a vote by the board.

If the new club/organization is approved by the Board the advisor will receive written confirmation from the BOE in the form of a contract. The contract will include the advisor's name(s), club name and notation that this is a 1<sup>st</sup> year volunteer club/organization or a permanent volunteer position. If written confirmation is NOT received from the BOE within 45 days the club has not been approved and the advisor may NOT hold meetings.

Advisors that fail to abide by the procedures will be denied the opportunity to be Board approved until the following school year.

The recommendation for the applicable tier will be mutually agreed upon by the Principal AD and a GEA representative based on the co-curricular end-of-year report.

Approval as a volunteer club does not guarantee that the club will be paid in the future.

K. Secretarial Salaries and Placement

1. Secretarial Classifications:

Class A  
Principal's Secretaries  
Supervisors of Guidance at High School  
Supervisor of Special Services  
All other association Secretarial Staff

2. Secretarial salaries are set forth in schedule "B" attached hereto.

3. New unit members shall be hired for a probationary period of sixty (60) days plus an additional thirty (30) days if the employee needs an improvement plan at an hourly rate based upon the salary of the category under which they will be hired. After the probation period, and upon recommendation by the Superintendent or his/her designee, and with the approval of the Board of Education, they shall be given non-probationary status.

4. Each secretary shall be placed on his/her proper step of the salary schedule. 10-month employees who work ninety-four (94) working days in a school year shall be granted one full year's experience and shall advance to the next salary level at the beginning of the following school year. The figure of ninety-four (94) working days shall also be used to calculate longevity and maternity/paternity leave.

New 12-month employees on the job prior to January 1 shall be credited with a full year of service and shall advance to the next salary level at the beginning of the following fiscal year. This date shall also be used to calculate longevity and maternity/paternity leave.

L. Detention Supervisor Saturday School Supervisor

The Detention Supervisor and the Saturday School Supervisor rate of pay shall be the contracted hourly rate.

M. Workshop Presenter

Workshop Presenter pay shall be the contracted hourly rate including two (2) hour preparation time for each one (1) hour of presenting.

N. Assistant Mechanic

When, after the fifth day of absence of the Head Mechanic, the Assistant Mechanic must assume the duties of the Head mechanic, the Assistant Mechanic shall be paid at the hourly rate equal to that of the Head Mechanic, times the number of hours worked in that capacity.

O. Nurse and Child Study Team employees required to work over the summer will be paid at the daily rate of 1/186 of their annual salary.

**ARTICLE VIII - CHANGE OF DEGREE AND SALARY STATUS**

- A. Any certified unit member planning to advance to the next professional training level on the salary schedule should inform the Superintendent, in writing, as soon as the requirements for advancement have been met.
- B. To meet requirements for advancement on the salary schedule, courses taken by a certified unit member shall be at an accredited institution and toward a degree, toward a pre-determined educational goal or courses in his/her area of assignment. All courses must be pre-approved by the Superintendent or his/her designee.
- C. At the point of hiring, a new certified unit member may be granted approval for pre-existing academic achievements after a review of academic records by the Superintendent or his/her designee.
- D. To be eligible for the first payroll in September, on or before August 25, certified unit members must submit to the Superintendent confirmation by transcripts and letters or forms verifying that requirements have been met. A certified unit member who has completed course work or received a degree at the end of the college Spring semester or Summer session shall be eligible for salary advancement on the first payroll in September.
- E. A certified unit member who has completed course work or received a degree at the end of a college Fall semester shall be eligible for salary advancement according to the salary guides. To be eligible, on or before January 25, certified unit member must submit to the Superintendent confirmation by transcripts and letters or forms verifying that requirements have been met.
- F. For new personnel contracted in the 1990-91 school year and thereafter, in order to attain advancement to the next training column, credits taken beyond the attainment of a particular degree must be attained after the degree is granted. No advancement will be given for credits attained prior to or along with the attainment of the degree.

**ARTICLE IX - HEALTH BENEFITS**

- A. Except where superseded by State law (P.L. 2011, Ch.78 requiring specific employee contributions towards health insurance costs) and/or federal law (Patient Protection and Affordable Care Act, aka "Obamacare") the Board shall pay medical and prescription benefits coverage for all contracted unit members and their legal dependents for those employees whose contracts require them to work twenty five (25) hours per week.

- B. The health care coverage shall consist of a commercial Quality Point of Service plan from a major healthcare provider with a \$12 co-pay for in-network primary and a \$ 12 co-pay for in-network specialist care.
- C. Prescription Drug coverage will be provided utilizing a two-tier (generic/brand) structure with a co-pay structure of \$5 for covered generic drugs and \$15 for covered brand name drugs. There shall be no reimbursement by the district for costs of co-pay or costs in excess of co-pays. Birth control is included in the prescription plan.
- D. The Board shall pay 100% per annum per employee for employee only dental plan. Said amount may be utilized as credit toward cost of family coverage or the greater of the existing law pertaining to mandatory insurance contributions as of the commencement date of this contract.
- E. The board shall determine the carrier for all medical, prescription and dental benefits provided that the benefits are equal to or greater than the current contractual plan.
- F. Disability Insurance - The Board shall contribute up to \$20 per month per employee toward the premium for disability insurance provided by Prudential Insurance or the Franklin Insurance or any other Board approved disability carrier for the duration of the contract.
- G. Insurance buyout will be capped at \$2,300 for medical/prescription for the 2025-2026 school year, \$2,400 for the 2026-2027 school year, and \$2,500 for the 2027 – 2028 school year. Dental will be capped at \$150 per school year.
- H. The HSA will be funded by the Board at 100% for those employees on the high-deductible plan.

## **ARTICLE X - REIMBURSEMENT FOR PROFESSIONAL COURSES**

- A. Any certified unit member shall be reimbursed per semester towards the cost of graduate courses up to the maximum cost of one (1) three (3) credit graduate course at the Rowan University rate. Any certified unit member shall be reimbursed up to a maximum of \$800.00 per fiscal year towards the cost of undergraduate courses. Any non-certificated unit member shall be reimbursed up to a maximum of \$800.00 per fiscal year towards the costs of educational courses. Such reimbursement as listed above shall only be provided as long as the following conditions are met:
  - (l) In order for a board of education to provide an employee tuition assistance for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education:
    - i. The institution shall be a duly authorized institution of higher education as defined in Section 3 of P.L. 1986, c.87 (C.18A:3-15.3)
    - ii. The employee shall obtain approval from the superintendent of schools prior to enrollment in any course for which tuition assistance is sought. In the event that the Superintendent denies the approval, the employee may appeal the denial to the board of education.
    - iii. The tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.

- (2) A grade of B or higher is required for reimbursement.
- (3) Reimbursement to all employees shall be on a first-come, first-serve basis. The maximum amount of tuition to be paid per school year shall be \$80,000. Following the receipt of reimbursement, the unit member is required to provide a return of service to the district of at least two (2) full school years. If the unit member does not work for at least those two (2) full school years, the unit member is required to pay the District for all monies reimbursed for completion of the coursework.

**B. Application for Reimbursement**

Application for reimbursement for professional courses shall be submitted to the Superintendent's office in the following manner:

- Summer courses                      apply by 9/15    payment by 10/31
- Fall courses                            apply by 1/15    payment by 2/28
- Spring courses                        apply by 6/15    payment by 7/31

Payment will be made contingent upon the receipt of official transcripts showing a grade of B or higher and upon presentation of proper receipts for tuition/books/fees, and the employees' return to the Glassboro school system.

**C. Bus Driver and Mechanic Compliance Expenses**

After one (1) year of successful employment within the Glassboro Public Schools, bus drivers and mechanics shall be paid an additional \$60 per year to defray expenses associated with compliance with state laws.

**D. Individual Professional Development Plan**

The Individual Professional Development Plan is a living document. The employee shall have the right to modify the plans, goals and activities listed throughout the calendar year to meet his/her emerging needs in cooperation with the Principals.

**E. Professional Development**

Certified unit members shall have the right to attend Professional Development activities other than those included in the district in-service program and/or approved workshops that would be accredited to the 100 hours in order to meet the 100-hour requirement. Attendance at such programs require pre-approval by the Superintendent or his/her designee. No denial of such a request shall be arbitrary or capricious.

- F. The Board shall reimburse non-certificated and related service staff, such as bus drivers, speech, occupational, and physical therapists, the cost of obtaining or retaining any licenses/certifications/endorsements necessary for their continued employment by the School District. These costs include, but are not limited to, fingerprinting, physicals, professional development, or the cost of the license/certification/endorsement itself. Members must submit receipts and the reimbursement shall be capped at \$300 per covered employee upon each renewal.

## **ARTICLE XI - EQUIVALENCY CREDIT**

- A. Equivalency credit recognizes that formal courses in subject matter and methodology serve as only one method for teachers to improve professionally. In granting equivalency credits, the beneficial educational value to the school system of the teacher's activities will be of singular importance.
- B. Equivalency credit applications will be reviewed in advance by the District Advisory Council. Forms will be provided for this purpose. Recommendations will be forwarded to the Superintendent. Final approval of the Board of Education is required. At the conclusion of such activity a second review will be made by the Council, the Superintendent and the Board to determine its value to the school system. The granting of equivalency credits will be determined on the basis of this evaluation.
- C. Equivalency Credit Activities
  - 1. Formalized In-service Programs include formal workshops and in-service courses that are sponsored either by the Glassboro Board of Education, other school systems or institutions and organizations that do not grant academic credit. The amount of credit approved for such programs will be dependent upon attendance requirements and outside preparation. In general, college standards are followed.
  - 2. "Original Writing" shall be defined as ideas expressed first-hand by the writer as opposed to a compilation or interpretation of material written by others. An article of not less than one thousand words published in a current educational magazine or a published book on education may be eligible for equivalency credit. A maximum of three semester hours of credit may be earned in this area.
  - 3. Research projects resulting in the compilation and/or publication of data of special significance to the school system are eligible. Research proposals must be approved in advance by the Superintendent. This is not intended to include work that a teacher would do as a part of his/her normal responsibilities. A maximum of three semester hours of credit may be earned in this area.
  - 4. "Original Works" shall be defined as ideas expressed first-hand by the creator as opposed to the compilation or interpretation or materials presented by others. A maximum of three semester hours of credit may be earned in this area.
- D. A maximum of nine (9) equivalency credits may be used for movement to the next step on the salary schedule and nine (9) equivalency credits in each year for the duration of the contract.
- E. Only certified unit members who are permanently certified in their field are eligible to receive equivalency credit.

## **ARTICLE XII - SICK LEAVE AND ABSENCE**

### A. Sick Leave

- 1. Absence for personal illness is allowed without pay deduction as described below.
  - a. Each year 10-Month employees shall receive ten (10) sick days.

- b. Each year 12-month employees shall receive twelve (12) sick days.
  - c. Proportional sick leave time in half and full day increments will be granted to part-time unit members under contract.
  - d. If less than the allotted sick leave days are used during a school year/work year, the balance of unused time shall be cumulative without limit.
2. Medical verification may be required.
  3. Sick leave days shall not vest for new employees until the employee completes one day of work. If an employee has taken sick leave days prior to completing one day of work, upon completing one day of work, the sick leave days will vest and the employee may retroactively apply such sick leave to the days of absence that preceded the employee's appearance for work.
  4. Should all accumulated sick leave of an employee be depleted in any one year, upon the presentation of a medical certificate requesting further sick leave, a leave of absence for a maximum of 30 additional consecutive school or work days shall be granted to any district employee who has been in the employ of the Board of Education for a period of four (4) years or more and such employee shall receive the difference between their salary and that paid a substitute.

*NOTE:* For a ten (10) month position, the daily rate shall be 1/200 of annual salary. For a twelve (12) month position, the daily rate shall be 1/260 of annual salary as per state regulations.

#### 5. Sick Leave Bank

Members of the Association shall be permitted to contribute any number of leave days they wish to a bank of days available to any employee who has exhausted their paid leave days. The pool of donated days shall be known as the "Sick Leave Bank." Participation in the Sick Leave Bank is strictly voluntary.

Pursuant to N.J.S.A. 18A:30-11, the Sick Leave Bank shall be administered by a Committee, which shall be composed of three (3) members annually selected by the Board of Education and three (3) members annually selected by the Association. The Sick Leave Bank shall operate as follows:

##### a. Eligibility to participate in the Sick Leave Bank:

- i. All employees covered by this agreement, as enumerated in Article I(A) shall be eligible to donate sick leave days to the Sick Leave Bank after one (1) full year of employment with the district, unless otherwise authorized by a majority of the Committee.

- ii. All Sick Leave Bank days must be donated and used in whole-day units.

- A. Contributions and withdrawals to the Sick Leave Bank by part-time employees shall be calculated as whole days, despite these days otherwise constituting less than whole-day increments in other contexts.

- iii. Any employee seeking to use days accumulated by the Sick Leave Bank must have, prior to their request, donated at least one (1) day to the Sick Leave Bank.

b. An employee seeking to use Sick Leave Bank days must submit a written request to the Committee that the employee has exhausted (or will exhaust) all of their paid leave days. All requests shall specify the number of sick leave days sought by the employee.

i. An employee may request a maximum of ninety (90) days from the Sick Leave Bank in any request.

ii. Should an employee require more days than specified in a prior Sick Leave Bank request, nothing shall prevent that employee from making a subsequent request.

iii. Any allocation or denial of Sick Leave Bank days to a requesting employee shall be determined exclusively by the Committee on a case-by-case basis. Such determination may not be the subject of a grievance.

iv. If, at any time, an employee returns to work after utilizing days from the Sick Leave Bank, the employee shall be required to reapply for permission to use sick leave days for any subsequent absence during that school year, or in following school years.

v. Verification of continued illness or injury will be required at reasonable intervals as determined by the Committee, and includes, but is not limited to, a diagnosis from a qualified medical professional that indicates that the employee suffers from a serious or life-threatening medical condition that will have a dire medical impact on the employee.

c. Any unused days donated to the Sick Leave Bank shall carry over from year-to-year until all days have been used by either the employee making the initial request or another employee.

d. The Committee shall keep a log of the number of days donated, the number of days used, and the number of days carried forward from year-to-year.

e. An employee shall be entitled to no more than one hundred and fifty (150) days from the Sick Leave Bank in a school year, and there shall not be any automatic carryover of an approval for leave granted by the Sick Leave Bank into subsequent school years. Application for Sick Leave Bank days in subsequent years may only be made following the exhaustion of the requesting employee's paid leave for that year.

Nothing in this section shall be construed or inferred as a waiver of the Board's, or a participating employee's, rights and obligations under N.J.S.A. 18A:1-1, et seq. or N.J.A.C. 6A:1-1, et seq.

## B. Other Absence

### 1. Family Illness

In case of critical illness of a family member requiring a member's presence, absence shall be allowed without deduction. In case of a miscarriage to an employee or their spouse, absence shall be allowed without deduction. Employees may use up to a maximum of three (3) family illness days during any school year. Employees must submit written medical verification to the Superintendent who has the discretion to approve or deny the request to utilize family illness days based upon the authenticity and validity of the medical verification.

## 2. Personal Leave

- a. Unit members under contract shall be allowed personal leave without pay deduction for a maximum of four (4) days during each school year.
  - i. Application for personal leave shall be initially made to the building principal or immediate supervisor at least five business days before such leave is to begin. The Superintendent or his/her designee shall approve all requests for personal leave.
  - ii. Personal leave shall not be granted on a day preceding or following any school holiday or other leave day. However, upon the presentation of extraordinary circumstances, the Superintendent or his/her designee may, in his or her sole discretion, permit the use of a personal day contiguous with a school holiday.
- b. A maximum of three (3) unused personal days may be carried into the next year as personal days. Remaining unused personal days up to a maximum of three (3) shall convert to sick days. Under no circumstance shall an individual be excused from work by using more than two personal days consecutively without authorization of the Superintendent or his/her designee.
- c. For the protection of the employee and for proper payroll accounting and audit, personal leave days must be accounted for and reported to the Superintendent.

## 3. Quarantine

Absences due to quarantine not involving personal illness are allowed without deduction upon filing of certificate of quarantining officer.

## 4. Other Leaves

Other leaves of absence with pay may be granted by the Board of Education upon the Superintendent's recommendation.

## 5. Maternity/Paternity Leave

### a. Disability Maternity Leave

- i. An employee requesting a leave of absence for disability for maternity reasons shall request such leave in writing, at least thirty (30) days prior to the date for the commencement of such leave. The request shall state the date for the commencement of the leave and the date of anticipated return. Employees shall be credited for a salary increment for salary purposes consistent with Article VII(A)(2).
- ii. Disability for maternity reasons for which sick days are used will commence on the date requested by the teacher, provided that a physician's certification of disability is submitted before commencement of the leave.
- iii. Disability for maternity reasons for which sick days are used will terminate on the date requested by the employee, provided that a physician's certification is submitted stating that the employee is physically able to work, prior to the date of termination of such leave.

- iv. In the event that sick days are not available to an employee, the employee may request a leave of absence without pay for disability for maternity reasons, provided that a physician's certification is submitted verifying the disability.

b. Parental Leave

- i. Unit members under contract maybe granted an extended leave of absence under this Article for the remainder of a contract-year and for one additional school year.
- ii. Employees must inform the Board prior to April 1, in writing, of their decision to return for the following fiscal year or school year.
- iii. For teachers requesting parental leave, the return date shall be the first day of a semester.
- iv. Existing State and Federal statutes shall apply to leaves of absence for maternity/paternity reasons including state and federal Family Leave Acts.

6. Days for Funeral

Absence due to death in the immediate family is allowed without deduction up to five (5) days. Immediate family is defined to mean, husband, wife, domestic partner from a civil union, father, mother, child, siblings, grandparents, parents-in-law, stepparents, stepchildren, stepsiblings, uncle, aunt, niece, nephew or members of the household. Employees may, on a case-by-case basis, submit requests for funeral leave for a former member of the employee's household who is not included in this list.

7. Court Order

No deduction in pay will be made, for a period not to exceed five (5) days for absence due to a required appearance in a court of law involving no moral turpitude on the part of the employee and not involving an employee's suit against the Board, provided proof of such appearance is filed with the Board of Education.

8. Jury Duty

In the event that an employee is required to serve as a juror, he/she shall be paid his/her salary in full for that period of time in which he/she serves. The amount of money received by the employee for his/her jury service shall be submitted as a reimbursement to the Board of Education for the salary received.

9. Perfect Attendance

Individuals with perfect attendance, defined as no sick days used, shall receive an award of \$200.00 for perfect attendance in the first Semester only; \$300.00 for perfect attendance in the second Semester only; or \$600 for perfect attendance for the entire school year. Payment shall be made by July 30<sup>th</sup> of the subsequent fiscal year.

*Please see the next page for the 10-Month and 12-Month Employee Semester Designations*

Semesters for perfect attendance shall be calculated as follows:

10-Month Employee	First Semester: September 1 – January 31	Second Semester: February 1 – June 30
12-Month Employee	First Semester: July 1 – December 31	Second Semester: January 1 – June 30

**ARTICLE XIII - SABBATICAL LEAVE FOR TEACHING PERSONNEL**

- A. The Board of Education shall, upon the recommendation of the Superintendent and the principal concerned, grant a sabbatical leave to a full-time certified staff member who has completed seven consecutive years of service with the Glassboro Public Schools.

A full-time certified staff member who has returned from sabbatical leave shall not be eligible for leave until he/she has completed an additional seven consecutive years with the Glassboro Public Schools

- B. No more than two (2) members of the certified staff may be on sabbatical leave in any school year.
- C. Leave shall be granted for one (1) year at half (1/2) the salary. Award of a grant or fellowship shall not affect this stipend. No person will accept employment while on sabbatical leave unless approved by the Glassboro Board of Education.
- D. Leave shall be for the purpose of study, travel-study or other activities that are determined to be directly related to professional improvement. Granting a leave shall not imply a change of position or promotion related to the sabbatical activity.
- E. A person desiring sabbatical leave must place a written request with the Superintendent describing in detail the reason, plans and dates. Requests for sabbatical leave must be in the Superintendent of Schools' office on or before May 1<sup>st</sup> of the year prior to the sabbatical. This deadline may be waived at the discretion of the Superintendent. The Board of Education will act on sabbatical leave requests at a regularly scheduled Board of Education meeting.
- F. As a condition of each sabbatical leave granted by the Board, the certified staff member to whom the sabbatical is granted shall thereby become obligated to remain in the Glassboro Public Schools for a continuous period of not less than two (2) years immediately following the conclusion of the sabbatical leave.

In the event that the certified staff member fails to satisfy this condition by resignation or other voluntary departure, the teacher shall refund to the Board at the time of departure such portion of the salary paid during the sabbatical leave, as the unexpired portion of the two-year period shall bear to the entire two-year period.

**ARTICLE XIV - UNIT MEMBERS' ATTENDANCE AT CONVENTIONS AND MEETINGS**

- A. Attendance of unit members and those assigned other responsibilities by the Board to conventions and clinics shall be handled on an individual request basis. Where the Superintendent recommends and the Board grants permission to attend, except in extreme cases, unit members shall not be away from their classes/job responsibilities more than two school days.
  
- B. Expenses for conventions, clinics, etc., shall be paid on the following basis:
  - 1. When the Board of Education requests that a unit member attend a meeting or convention, expenses will be paid and no deduction in salary made.
  - 2. When a unit member requests and receives permission to attend a meeting or convention, mileage reimbursement will be paid at current State of New Jersey rate.
  - 3. When a unit member requests, and the request is granted to attend a convention, the Board of Education will pay transportation and other allowances as per state travel guidelines.
  - 4. When a unit member requests and is permitted to attend a convention and is commuting, actual expenses, other than transportation will be paid as per the state guidelines.
  - 5. Registration fees for any one convention at which attendance is authorized, shall be paid by the Board of Education.
  - 6. When an organization to which a unit member belongs requests that the member attend a meeting or convention, no deduction will be made in salary.
  - 7. When a unit member is requested by the Board of Education to sponsor a group of pupils on a trip or to a meeting, expenses will be paid and no deduction in salary made.
  - 8. An itemized account, with any receipts, shall be submitted for reimbursement of expenses.
  - 9. A professional association or organization may initiate a request for unit member attendance at a convention, through the Board, GEA, or Superintendent.

**ARTICLE XV - PERSONNEL RECORDS OF UNIT MEMBERS**

- A. A unit member shall have the right, upon request, to review the contents of his/her personnel file, and to receive copies at his/her own expense of any documents contained therein, except that the teacher may not have access to privileged documents or information such as personal references and similar documents. Such review shall be at a convenient time to be determined by the Superintendent or his/her designee, and accomplished in the presence of the Superintendent or his/her designee.
  
- B. At least once every three (3) years a unit member may indicate those documents or materials in his/her file which he/she believes to be obsolete or inappropriate to retain. Said documents shall be reviewed by the Superintendent or his/her designee and, if in his/her judgment, he she decides they are obsolete or otherwise inappropriate to retain, they shall be destroyed and the teacher so informed.

- C. A unit member may submit a written explanation or answer to a document, report or other material in his/her personnel file. Such written explanation or answer shall be reviewed by the Superintendent or his/her designee, and it shall be included in the file.
- D. Any substantial complaints regarding an employee made to a member of the administrative staff that are acted upon and become a part of the personnel file of the employee and influence the evaluation of an employee shall be brought to the attention of the employee.
  - 1. The principal, or other supervisor shall meet with the employee to apprise the employee of the full nature of the complaint and they shall attempt to resolve the matter informally.
  - 2. In the event that a substantial complaint is unresolved, the employee, principal or other supervisor may request a conference with the complainant to attempt to resolve the complaint.
  - 3. An unresolved complaint may be pursued in accordance with the grievance procedure, except that such grievance shall not proceed beyond Level 4 of the Grievance Procedure and shall not be subject to binding arbitration.

#### **ARTICLE XVI - ASSIGNMENT OF CERTIFIED PERSONNEL**

- A. Teachers shall be notified of their tentative teaching assignments by the closing day of school.
- B. In the event of changes in schedules, class or subject assignments, or building assignments, any teacher affected shall be notified as soon as possible in writing.
- C. In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not be assigned outside the scope of their teaching certificates and/or their major or minor fields except in cases of emergency or necessity. This shall not preclude administrators from assigning them non-teaching duties.
- D. "Assignment" shall mean:
  - 1. High School level - course assignments
  - 2. Middle School level - subject and grade assignments
  - 3. Elementary level - building level assignments
  - 4. No later than May 15 of each school year, the Superintendent shall make known to the Association and shall have posted in all school buildings a list of the known vacancies or new positions for the following school year.
- E. Teachers who desire a change in grade and/or subject assignment shall file a written statement of such desire with the Superintendent not later than May 30. Such statement shall include the grade and/or subject to which the teacher desires to be assigned.
- F. Teachers requesting a transfer within the school system shall be notified in writing of the results at least one month before teaching duties commence, provided that decisions have been formally communicated

at least one month before teaching duties commence, provided that decisions have been formally approved by the Board of Education.

- G. If notification by the Board of Education regarding an involuntary transfer where a change of building is made after August 15, the affected teacher will be paid \$100 for time to move buildings.
- H. All monitoring or observation of employee work performance shall be conducted openly and with full knowledge of the employee.
- I. All Child Study Team Members (School Psychologist, LDTC and Social Workers) shall work ten (10) additional days in the summer to be scheduled by the CST Supervisor in consultation with the CST member. Two (2) of those days will be scheduled during the last two weeks of August. If the case manager does not work the mandated ten days, they will not be paid for those days they do not work.

## **ARTICLE XVII - CLASS LOADS AND DUTIES**

- A. Teachers shall have at least thirty (30) minutes of duty-free lunchtime.
- B. Teachers assigned to more than one school will have time allowed for travel between schools with reimbursement for mileage at the current State of New Jersey rate.
- C. The Board will provide the greater of 40 minutes or one instructional period of preparation time at every grade level. Any regular classroom teacher in grades 7-12 who loses their preparation time as defined in the CBA due to substituting for teachers who are absent shall, after the first such coverage, be paid an additional sum of the contracted hourly rate for the duration of this agreement. This provision does not apply to such special area teachers such as guidance counselors, librarians, or gifted and talented teachers.
- D. Teachers in grades 9-12 will not be required to teach more than six (6) total classes per day and shall be limited to 4 different courses per marking period. This does not apply to teachers who teach at both the Intermediate and High School or shared/inclusion teachers.
- E. Teachers at grades 9-12 shall be assigned one (1) duty period per day, which can be divided as needed by the administration. Duties in other grades may be assigned by the building administrator.
- F. A building administrator shall have the right to call one faculty meeting per month that may exceed the regular workday for staff, but may not exceed one hour past student dismissal time nor precede student arrival time by one hour. The building administrator may call up to five (5) additional administratively directed meetings per year, but may not exceed two (2) such meetings per month. Notification of such meetings shall be given at 15 calendar days prior to the meeting.
- G. Teachers will be expected to attend one (1) Open House per year and three other evening events not to exceed 2.5 hours per event.
- H. Teachers will not be assigned, nor are they expected to discharge, any duties outside their contractual day unless such duties are compensated at the contracted hourly rate.

## **ARTICLE XVIII - CONSULTATIVE PROCESS**

- A. The association shall establish a liaison committee that shall meet on a monthly basis, or as needed, with the Superintendent to review and discuss school district problems and concerns.

## **ARTICLE XIX - WORK YEAR**

- A. The Superintendent, in consultation with the District Advisory Council will prepare, prior to February 15<sup>th</sup> of each year, a proposed school calendar for the ensuing school year.
- B. The Superintendent in determining his recommendation to the Board of Education will consider the recommendations of the District Advisory Council. During the development of the proposed calendar the District Advisory Council will consult with the GEA and/or individual building faculties.
- C. The parties agree that the work year for certified unit members shall be one hundred and eighty-six (186) days. The N.J.E.A. convention of no more than two (2) days duration will be included in the one hundred and eighty-six (186) day work year. New personnel employed in the district will work one (1) additional day beyond the one hundred and eighty-six (186) day regular work year. New personnel will, therefore, work a one hundred and eighty-seven (187) day work year in their first year of employment. The length of the teacher workday shall be 7 hours.
- D. On the day before a holiday and on Friday's teachers may leave their respective school buildings fifteen minutes following the students' departure, provided that professional responsibilities have been completed and provided that the teacher's presence is not otherwise needed, as determined by building administrators.

## **ARTICLE XX – EVALUATION PROCEDURES PERSONNEL RECORDS AND SALARY INCREMENTS FOR SECRETARIES/TRANSPORTATION PERSONNEL**

### A. Evaluation Procedures

Salary increments will be based upon evaluation(s) and will be based upon performance at the discretion of the evaluator(s). These evaluation(s) will be on the forms adopted by the Superintendent or his/her designee after consultation with the GEA representative. A copy of a tentative evaluation will be provided to the employee at least one week before the evaluation conference and the employee will have the right to respond to the evaluation no later than one week after the conference has been held.

Formal observations may not be completed within the first seven (7) days or the last five (5) full days of the school year. Further, formal observations may not be completed within one day of the beginning or end of winter break or spring break.

### B. Personnel Records of Secretaries Transportation Employees

1. An employee shall have the right, upon request to review the contents of his/her personnel file, and to receive copies at his/her own expense, of any documents contained therein, except that the employee may not have access to privileged documents or information such as personal references

and similar documents. Such review shall be at a convenient time to be determined by the Superintendent or his/her designee, and accomplished in the presence of the Superintendent and/or his/her designee.

2. At least once every three (3) years an employee may indicate those documents or materials in his/her file which he/she believes to be obsolete or inappropriate to retain. Said documents shall be reviewed by the Superintendent or his/her designee and, if in his/her judgment he/she decides they are obsolete or otherwise inappropriate to retain, they will be destroyed and the employee so informed.
3. An employee may submit a written explanation or answer to a document, report or other material in his/her personnel file. Such written explanation or answer shall be reviewed by the Superintendent or his/her designee and it will be included in the file.

#### C. Salary Increment for Secretaries

1. The Superintendent or his/her designee shall recommend to the Board of Education his/her specific recommendations on increments for each secretary. The Board of Education, at its discretion, shall determine which increments are to be granted. Any appeal of the decision of the Board of Education shall be in accordance with Title 18A.
2. An increment of \$700 shall be granted to any secretary, while employed by the Glassboro Board of Education, upon completion of a two (2) year secretarial program or its equivalent, at a recognized secretarial or business training school or college. Proof of completion of the program on a successful basis must be submitted prior to consideration by the administration on the granting of the increment.

### **ARTICLE XXI – SECRETARIAL SENIORITY AND TENURE**

Secretaries will have seniority and tenure in their position in accordance with New Jersey School Law.

### **ARTICLE XXII – SECRETARIAL/TRANSPORTATION PERSONNEL DAILY HOURS, SNOW DAYS, OFFICE CLOSURES, AND WORK YEAR REDUCTION**

#### A. Snow Days

On days on which the school is closed due to snow, employees working in secretarial capacities are not expected to report to work unless otherwise directed by their superiors. If their services are required, they will be remunerated in the form of compensatory time.

#### B. Office Closures

Offices are normally closed over the Christmas vacation, the spring vacation (if one exists) and the day after Thanksgiving, and the two days during the N.J.E.A. convention. If secretarial services are needed

during any time when the offices are closed, the secretary will be notified when to report for work by his or her immediate superior and will receive rate of pay up to and including 40 hours. After 40 hours of time worked in one week, they will receive their rate at time and a half for the time worked as determined by mutual agreement between the secretary and her supervisor with the approval of the Superintendent of Schools.

### C. Work Year Reduction/Increase

#### 1. Secretaries

The Board retains the right to reduce or increase the work year of secretaries. Should the Board so reduce or increase the work year of any secretary, notification of this will be given to the secretary by March 15. Secretaries so reduced shall be given the first preference for available work during the summer on the basis of category seniority. Payment shall be made for such summer work on a pro-rated basis. Twelve-month secretaries will be eligible for vacation if a secretary's work year is increased from ten (10) or ten and one-half (10 h) to twelve (12) months. Vacation days will be based upon years of experience in the District.

- a. Twelve-month secretaries will work from July 1 to June 30.
- b. Ten- and one-half-month secretaries will work from August 15 to June 30.
- c. Ten-month secretaries will work from September 1 until June 30.

#### 2. Mechanics

- a. Mechanics will work twelve (12) months per year.
- b. Work day shall be eight (8) hours excluding lunch but including two (2) fifteen - minute breaks.
- c. Mechanics called back to work shall be guaranteed at least (2) hours compensation.
- d. Time worked in any week in excess of forty (40) hours shall be compensated at time-and-a half rate.
- e. Mechanics working on a holiday shall be paid double time.
- f. Mechanics will be provided with approved uniforms.

#### 3. Bus Drivers' Aides

- a. Regular work hours shall be determined by the transportation supervisor.
- b. Packaged routes shall be offered to Bus Drivers and Aides on the basis of seniority.
- c. Time worked in any one week in excess of forty (40) hours shall be compensated at the time and-a-half rate.
- d. Any employee who is called back to work after having left for the day shall be paid a minimum of one hour at the regular rate.

4. Mechanics/Bus Drivers' Aides

- a. In the event that reduction in force is made necessary, the principle of seniority shall apply. Such reductions shall take place with those Mechanics, Bus Drivers and Aides with the least service in their respective job classification.
- b. In the event of reduction in force, transportation employees shall retain recall rights for a period of two (2) years from the 1st date of employment, within the school district.

D. Secretarial weekly hours for the summer will be thirty-two and one-half (32.5) hours per week plus one (1) hour per day for lunch. All full-time secretarial employees shall work a four (4) day workweek during the summer, which is defined as the I Monday after the school year ends for all students in June and the last working day in August prior to the students' return for the next school year. The school buildings will be closed on Fridays in the summer and secretaries are not to report to work.

**ARTICLE XXIII - HOLIDAYS FOR SECRETARIES AND TRANSPORTATION PERSONNEL**

- A. Holidays are defined as any day designated as a state holiday or any day designated by the Board of Education as a holiday for administrative personnel within the school district.
- B. Secretaries are normally expected to be available for work on days other than holidays or vacation days. In case of emergency, the Superintendent or his/her designee may contact a secretary for work on a holiday or vacation day. Upon receiving contact, the secretary is expected to report for work at the location designated to assist in handling the emergency. Compensation for such work will be at time and one-half of the hourly rate of the employee. The Board will pay time and one-half. By mutual agreement, the secretary may elect compensatory time in lieu of salary upon approval of the supervisor and Superintendent or his/her designee.

C. *Bus Drivers Transportation Aides*

Employees hired prior to 7/1/96 will receive eleven (11) paid holidays. Anyone hired on or after the date 7/1/96 will receive ten (10) paid holidays. Anyone hired on or after 7/1/97 will receive nine (9) paid holidays.

D. *Mechanics*

Mechanics will receive thirteen (13) paid holidays per year.

**ARTICLE XXIV - SECRETARIAL AND TRANSPORTATION PERSONNEL VACANCIES**

A. *Secretarial Employees*

Vacancies of secretarial positions within the district shall be announced to all secretarial staff so that anyone who wishes the opportunity can apply for the open position. Applications must be filed within one (1) week of date posted. The vacancies shall be filled upon recommendation of the Superintendent

or his/her designee and final approval by the Board of Education. The decision of the Board of Education on such matters shall be final and binding.

B. *Transportation Employees*

1. Vacancies of Transportation Positions

Vacancies of Transportation positions shall be announced and posted in a designated common area accessible to all Bus Drivers and Transportation Aides for a period of seven (7) working days for anyone interested in applying. Vacancies will be assigned by seniority.

If the filling of a vacancy will create additional vacancies, then all parties interested in changing their Contracted Run must apply for such vacancy within the seven (7) working day period above. At the conclusion of the seven (7) working day period, the transportation supervisor will meet with all individuals who applied for a vacancy and assign all vacancies based upon seniority.

Employees within the Transportation Department who accept a position within the department shall have seniority based upon date of qualification for new position. Employees who accept positions in the Transportation Department who were employed in the Glassboro School district prior to accepting a position within the Transportation Department will not receive credit for years of service towards seniority in the Transportation Department.

2. Work Hours

- a. Regular work hours shall be determined by the transportation supervisor.
- b. Contracted runs shall be offered to Bus Drivers and Bus Aides. The assignment of Contracted Runs shall be on the basis of seniority.
- c. Time worked in any one week in excess of forty (40) hours shall be compensated at the timeand-a-half rate.
- d. Any employee who is called back to work after having left for the day shall be paid a minimum of one hour at the regular rate.

3. Assignment of Contracted Runs

- a. Within five (5) days following the opening of schools, the Supervisor of Transportation shall notify the School Business Administrator of the assigned route hours for all employees covered under the terms of the agreement, and said notification shall be in writing.
- b. Prior to October 1<sup>st</sup> of the school year, the Supervisor of Transportation and the designee for Special Services shall certify, in writing, the actual route hours for each assigned route. Any employee who wishes to contest the approved hours for his/her Contracted Run may do so by appealing to the Supervisor of Transportation in writing. The Supervisor of Transportation shall notify the School Board, the Association, and the members of the assigned Contracted Run, hours and scheduled runs for all employees covered by this Agreement no later than October 1<sup>st</sup> of each year.

- c. Contracted Runs shall be designated according to the length of time needed to complete them. Each driver's day shall include a 30-minute vehicle start-up and inspection period. This 30-minute vehicle start-up and inspection period shall be comprised of 15 minutes of start-up and inspection in the morning and 15 minutes of start-up and inspection in the afternoon.
- d. Drivers shall be paid at their regular hourly rate for "dry runs" and any and all corrections made to route sheets.
- e. Bus Drivers and Bus Aides shall select Contracted Runs according to their seniority and job classification in the District, with the most senior getting first selection. The Transportation Supervisor will oversee this process. A representative of the Association may attend if requested by the Transportation Employee. The representative shall be compensated by the Board of Education for their attendance. A copy of the Contracted Run assignment shall be posted and maintained by the Transportation Supervisor on the bulletin board of the employee's lounge.
- f. A seniority list will be provided by the Transportation Supervisor at the beginning of the school year and update/amended as needed. This list will be posted in a designated common area accessible to all employees.

#### 4. Assignment of Trips

- a. At the beginning of the year, the Transportation Supervisor will give drivers a form to complete indicating their acceptance or rejection of all extra work available during that school year.
- b. Trip Cards shall be prepared by the Transportation Supervisor or Assistant Supervisor or designee and presented to the Bus Drivers to choose from on Monday thru Wednesday for the following week.
- c. Trips shall be rotated based on seniority.
- d. Last minute trips called out to all drivers will be awarded to the driver with the most seniority and will not affect that driver's spot in the rotation.
- e. If a driver is sick on the day of a scheduled trip, the driver's absence will not affect the driver's spot in the subsequent rotation.
- f. If a trip is cancelled, the affected driver will be offered the next available unassigned trip.
- g. Trip Cards are to be completed and returned to the Transportation Supervisor upon completion of the trip.
- h. The Transportation Supervisor or Assistant Supervisor may, when deemed necessary, pull a driver off of his/her Contracted Run to complete a trip.

#### 5. Assignment of Late Runs and Special Runs

- a. All Late Runs and Special Runs shall be posted in a designated common area accessible to all transportation employees.
- b. Late Runs and/or Special Runs are defined as those runs done on a regular basis or extended period of time.
- c. Late Runs and/or Special Runs shall be assigned based on seniority and desire to work and shall be limited to one (1) per driver, unless the run cannot be filled.
- d. The Transportation Supervisor or Assistant Supervisor may, when necessary, by seniority and availability, pull a driver off his/her Contracted Run to cover a Late Run and/or Special Run.

**ARTICLE XXV - ATTENDANCE AT WORKSHOPS AND COURSES**

A. *Secretarial Transportation and Mechanics*

Attendance at workshops and courses which are job related is encouraged. Prior approval must be received from the Transportation Supervisor or the Superintendent or his/her designee. Upon satisfactory completion of the workshop or course, reimbursement for tuition and books will be recommended by the Superintendent and/or his/her designee to the Board of Education. Approval must be obtained prior to attendance at the workshop.

B. *Transportation Employees and Mechanics*

Bus Drivers and Transportation Aides may receive up to eight (8) hours of paid in-service per school year to be used for training programs. Prior approval must be received from the Transportation Supervisor or the Superintendent or his/her designee.

**ARTICLE XXVI - SALARY SCHEDULES**

A. *Secretarial*

The secretarial salary schedule applicable for each year of this Agreement covering secretaries is attached as Schedule "B" of this Agreement.

B. *Transportation Personnel*

The transportation employee salary schedule for each year of this Agreement is attached as Schedule "C" and will reflect the following rate increases of 3.9%, 3.9%, and 3.9% in 2025-2026, 2026-2027, and 2027-2028 respectively for each successive year of the contract.

C. *Bus Aides*

The bus aides' salary schedule for each year of this Agreement is attached as Schedule "C" and will reflect the following rate increases of 3.9%, 3.9%, and 3.9% in 2025-2026, 2026-2027, and 2027-2028 respectively for each successive year of the contract.

D. *Mechanics Assistant Mechanic*

The mechanics/assistant mechanic salary schedule for each year of this Agreement is attached as Schedule "C" and will reflect the following rate of increases of 3.9%, 3.9%, and 3.9% in 2025-2026, 2026-2027, and 2027-2028 respectively for each successive year of the contract if the employee is currently at maximum salary.

**ARTICLE XXVII - NON-INSTRUCTIONAL PERSONNEL**

Non-certified personnel shall be compensated at the rate of time and a half in accordance with New Jersey Labor Laws.

**ARTICLE XXVIII - VACATION**

A. Secretarial/ Mechanics

1. Personnel who are employed for twelve months will continue to receive the following vacation schedule:
  - a. An employee with six month's service in Glassboro prior to July 1<sup>st</sup> shall receive one (1) week vacation.
  - b. After one year of service in Glassboro - two-week vacation.
  - c. After nine years of employment in Glassboro - three-week vacation.
  - d. After fifteen years of employment in Glassboro - four-week vacation.
2. Personnel who are twelve-month secretaries and who are reduced by the Board of Education, at its sole discretion, to a work year of 10 1/2 or 10 months, will receive a reduced vacation allowance in accordance with the schedule enumerated below until the fourth consecutive year that they are assigned to a reduced work year. In the fourth consecutive work year they shall cease to receive any vacation allowance.
  - a. First Year: 1/2 vacation allowance
  - b. Second Year: 1/3 vacation allowance
  - c. Third Year: 1/4 vacation allowance
  - d. Fourth Year: No vacation allowance entitlement for 10 and 10 1/2-month personnel.

B. Unused Vacation Days

Five (5) vacation days may be saved each year but must be used prior to July 1<sup>st</sup> of the following year. Extenuating circumstances will be determined by the Superintendent. Secretaries have the

option of receiving payment of 100% of their per diem rate for five days in each school year of unused vacation days in a fiscal year after five days are rolled over.

### **ARTICLE XXIX - SEVERANCE PAY FOR UNIT MEMBERS**

- A. Non-certified unit members who complete fifteen (15) years in the Glassboro School district and Certified unit members who complete fifteen (15) years in the Glassboro School district will be eligible for severance pay upon retirement from the school district as follows pending state cap regulations:

\$90 per day unlimited

\* Approved Leave of absence without pay shall not accrue to years of service.

\* *Privatization*

- B. Any employee represented by the GEA who loses his/her position as a result of privatization shall be retained in his/her proper place on the district seniority recall list. In addition, these employees shall be paid accumulated sick days in accordance with the severance payment schedule which requires 15 years or more of employment in the district.
- C. Notification of retirement must be made to the board office by January 31<sup>st</sup> to receive payment of severance by July 1<sup>st</sup> of the following year. Notification after January 31<sup>st</sup> will require payment to be made in the 2<sup>nd</sup> fiscal year. Exceptions will be with the approval of the Superintendent.
- D. If an employee dies while in the employ of the Board of Education before retirement, the Board will pay the dollar value of the accumulated sick and personal days, calculated in accordance with the foregoing schedule, to the estate of the deceased employee.

### **ARTICLE XXX - REPRESENTATION FEE**

- A. *Purpose of Fee*

If an employee does not become a member of the Association during any membership year which is covered in whole or part by this Agreement, said employees will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employees per capita cost of services rendered by the Association as majority representatives.

For the purpose of this provision, employee means all members included in the bargaining unit who are receiving benefits.

Employees who are non-members employed by the Board after January 1 will pay 85% of one-half (1/2) the sum of regular dues, initiation fees and assessments for that membership year. Employees who are non-members who work twenty (20) hours or more will pay 85% of the entire sum of regular dues, initiation fees and assessments. Out-of-district co-curricular advisors who are not members of any bargaining unit will be assessed a fee of \$50 per individual per contract year, regardless of the number of co-curricular contracts which are awarded to that individual.

- B. *Amount of Fees*

Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees and assessments charged by the Association to

its own members for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.

C. *Deduction and Transmission of Fee*

1. Notification

The Association will submit to the Board a list of those employees in the bargaining unit who have not become members of the Association for the then current membership year. The Board will deduct the full amount of the representative fee (85%) from the salaries of such employees and promptly will transmit the amount so deducted to the Association.

2. Payroll Deductions

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks of the employees on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid within 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 15 days after the resumption of the employees employment in a bargaining unit position, whichever is later.

D. *Termination of Employment*

If an employee who is required to pay a representation fee terminates his or her employment with the Board during the year, the Board will deduct the unpaid portion from the last paycheck paid to said employee during the membership year in question.

E. *Method of Payment*

The means for the deduction or representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues in the Association.

F. *Changes*

The Association will notify the Board in writing of any changes in the aforesaid list and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 30 days after the Board received said notice.

G. *New Employees*

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, job titles and dates of employment for all such employees.

H. *Indemnification and Save Harmless Provision*

The Association agrees to indemnify and hold the Board harmless against any liability suit (except willful misconduct by the Board) at law or equity, or before a state or federal agency which may arise by reason of any action taken by the Board in complying with this Article provided that the Board cooperates fully with the Association in gathering evidence, securing witnesses and in all other aspects of said defense. Also, provided that the Board gives the Association timely notice in writing of any such claim, demand or suit of liability.

**ARTICLE XXXI - SEPARABILITY CLAUSE**

If any part, clause portion or Article of this Agreement is subsequently deemed by a court of competent jurisdiction to be illegal, such clause, portion or article shall be deleted and the remainder of the Agreement not so affected shall continue in full force and effect absent the affected clause.

**ARTICLE XXXII - FULLY BARGAINED CLAUSE**

The written Agreement incorporates the entire understanding of the respective parties concerning the terms and conditions of employment which were the subject of collective negotiations.

**DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 2025, and shall continue in effect until June 30, 2028.

Collective negotiations concerning the terms and conditions of employment shall commence no later than January 15, final proposals by March 1 and conclusion of bargaining by May 20 of the year of the expiration date of the Agreement. This Agreement may be extended upon the mutual agreement of the respective parties.

The respective parties agree to follow the procedures outlined in the Agreement and will use no other legal channels to resolve any questions or proposals until the procedures outlined in the Agreement are fully exhausted.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested to by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year below written.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026

GLASSBORO EDUCATION ASSOCIATION

GLASSBORO BOARD OF EDUCATION

By: \_\_\_\_\_

By: \_\_\_\_\_

Heather Stewart, President

Chris Esgro, President

By: \_\_\_\_\_

By: \_\_\_\_\_

Wayne Rulon, Vice President

Michael Sloan, B.A./Board Secretary

GLASSBORO BOARD OF EDUCATION GLASSBORO, NEW JERSEY  
GRIEVANCE FORM

Part of working agreement allegedly violated:            Article            Section

Nature of Grievance:

Remedy or solution sought:

**Step I**

Grievance discussed with building Principal:

Date:

**Step II**

Grievance reduced to writing. Three copies filed with the building Principal and one copy forwarded to the Superintendent of Schools:

Date:

Signed:

Administrator

Employee

The Administrator shall insert his disposition on three copies of the grievance form, sign and date same. The Administrator shall return two copies to the aggrieved employee and one copy to the Superintendent of Schools immediately.

**BUILDING PRINCIPAL'S DISPOSTION**

Granted

Remarks:

Rejected

Withdrawn

Adjusted

Referred to Superintendent

## Teacher Salary Guide for the 2025 – 2026 Year

<b>YEAR 1</b>							
<b>2025-26</b>							
<i>Glassboro Teachers</i>							
<b>Salary Guide</b>							
<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+60</b>
<b>1</b>	58,488	59,888	61,288	64,088	65,488	66,888	68,988
<b>2</b>	58,988	60,388	61,788	64,588	65,988	67,388	69,488
<b>3</b>	59,488	60,888	62,288	65,088	66,488	67,888	69,988
<b>4</b>	60,238	61,638	63,038	65,838	67,238	68,638	70,738
<b>5</b>	60,988	62,388	63,788	66,588	67,988	69,388	71,488
<b>6</b>	61,738	63,138	64,538	67,338	68,738	70,138	72,238
<b>7</b>	63,038	64,438	65,838	68,638	70,038	71,438	73,538
<b>8</b>	64,438	65,838	67,238	70,038	71,438	72,838	74,938
<b>9</b>	65,938	67,338	68,738	71,538	72,938	74,338	76,438
<b>10</b>	67,638	69,038	70,438	73,238	74,638	76,038	78,138
<b>11</b>	69,438	70,838	72,238	75,038	76,438	77,838	79,938
<b>12</b>	71,438	72,838	74,238	77,038	78,438	79,838	81,938
<b>13</b>	73,688	75,088	76,488	79,288	80,688	82,088	84,188
<b>14</b>	76,188	77,588	78,988	81,788	83,188	84,588	86,688
<b>15</b>	78,938	80,338	81,738	84,538	85,938	87,338	89,438
<b>16</b>	81,938	83,338	84,738	87,538	88,938	90,338	92,438
<b>17</b>	85,938	87,338	88,738	91,538	92,938	94,338	96,438
<b>18</b>	91,439	92,839	94,239	97,039	98,439	99,839	101,939

A teacher who has worked for the Glassboro Public School System for 20 years shall receive a \$1,500 longevity stipend each of their 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, and 25<sup>th</sup> years respectively.

A teacher who has worked for the Glassboro Public School System for 25 years shall at their 26<sup>th</sup> year and every year thereafter at the Glassboro Public School System receive a \$3,500 longevity stipend each of these years. (\$1,500 + \$2,000 = \$3,500)

Any teacher that began at the Glassboro Public School System on September 1, 2025, or after shall not be eligible for any of the aforementioned longevity stipends.

Increments are not automatic, all are discretionary with the Board, in accordance with Section 18 A:29-14 of the Education Laws of the State of New Jersey.

## Teacher Salary Guide for the 2026-2027 Year

<b>YEAR 2</b>							
<b>2026-27 Glassboro Teachers</b>							
<b>Salary Guide</b>							
<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+60</b>
<b>1</b>	60,320	61,720	63,120	65,920	67,320	68,720	70,820
<b>2</b>	60,820	62,220	63,620	66,420	67,820	69,220	71,320
<b>3</b>	61,320	62,720	64,120	66,920	68,320	69,720	71,820
<b>4</b>	62,070	63,470	64,870	67,670	69,070	70,470	72,570
<b>5</b>	62,820	64,220	65,620	68,420	69,820	71,220	73,320
<b>6</b>	63,570	64,970	66,370	69,170	70,570	71,970	74,070
<b>7</b>	64,870	66,270	67,670	70,470	71,870	73,270	75,370
<b>8</b>	66,270	67,670	69,070	71,870	73,270	74,670	76,770
<b>9</b>	67,770	69,170	70,570	73,370	74,770	76,170	78,270
<b>10</b>	69,470	70,870	72,270	75,070	76,470	77,870	79,970
<b>11</b>	71,270	72,670	74,070	76,870	78,270	79,670	81,770
<b>12</b>	73,270	74,670	76,070	78,870	80,270	81,670	83,770
<b>13</b>	75,520	76,920	78,320	81,120	82,520	83,920	86,020
<b>14</b>	78,020	79,420	80,820	83,620	85,020	86,420	88,520
<b>15</b>	80,770	82,170	83,570	86,370	87,770	89,170	91,270
<b>16</b>	83,770	85,170	86,570	89,370	90,770	92,170	94,270
<b>17</b>	87,770	89,170	90,570	93,370	94,770	96,170	98,270
<b>18</b>	93,271	94,671	96,071	98,871	100,271	101,671	103,771

A teacher who has worked for the Glassboro Public School System for 20 years shall receive a \$1,500 longevity stipend each of their 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, and 25<sup>th</sup> years respectively.

A teacher who has worked for the Glassboro Public School System for 25 years shall at their 26<sup>th</sup> year and every year thereafter at the Glassboro Public School System receive a \$3,500 longevity stipend each of these years. (\$1,500 + \$2,000 = \$3,500)

Any teacher that began at the Glassboro Public School System on September 1, 2025, or after shall not be eligible for any of the aforementioned longevity stipends.

Increments are not automatic, all are discretionary with the Board, in accordance with Section 18 A:29-14 of the Education Laws of the State of New Jersey.

## Teacher Salary Guide for the 2027 – 2028 Year

<b>YEAR 3</b>							
<b>2027-28 Glassboro Teachers</b>							
<b>Salary Guide</b>							
<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+60</b>
1	62,636	64,036	65,436	68,236	69,636	71,036	73,136
2	63,136	64,536	65,936	68,736	70,136	71,536	73,636
3	63,636	65,036	66,436	69,236	70,636	72,036	74,136
4	64,136	65,536	66,936	69,736	71,136	72,536	74,636
5	64,886	66,286	67,686	70,486	71,886	73,286	75,386
6	65,636	67,036	68,436	71,236	72,636	74,036	76,136
7	66,936	68,336	69,736	72,536	73,936	75,336	77,436
8	68,336	69,736	71,136	73,936	75,336	76,736	78,836
9	69,836	71,236	72,636	75,436	76,836	78,236	80,336
10	71,536	72,936	74,336	77,136	78,536	79,936	82,036
11	73,336	74,736	76,136	78,936	80,336	81,736	83,836
12	75,336	76,736	78,136	80,936	82,336	83,736	85,836
13	77,586	78,986	80,386	83,186	84,586	85,986	88,086
14	80,086	81,486	82,886	85,686	87,086	88,486	90,586
15	82,836	84,236	85,636	88,436	89,836	91,236	93,336
16	85,836	87,236	88,636	91,436	92,836	94,236	96,336
17	89,836	91,236	92,636	95,436	96,836	98,236	100,336
18	95,337	96,737	98,137	100,937	102,337	103,737	105,837

A teacher who has worked for the Glassboro Public School System for 20 years shall receive a \$1,500 longevity stipend each of their 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, and 25<sup>th</sup> years respectively.

A teacher who has worked for the Glassboro Public School System for 25 years shall at their 26<sup>th</sup> year and every year thereafter at the Glassboro Public School System receive a \$3,500 longevity stipend each of these years. (\$1,500 + \$2,000 = \$3,500)

Any teacher that began at the Glassboro Public School System on September 1, 2025, or after shall not be eligible for any of the aforementioned longevity stipends.

Increments are not automatic, all are discretionary with the Board, in accordance with Section 18 A:29-14 of the Education Laws of the State of New Jersey.

## Secretary Salary Guide for the 2025-2026 Year

<b>YEAR 1</b>			
<b>2025-26</b>	<b>Glassboro Secretaries</b>		
<b>Salary Guide</b>			
<b>Step</b>	<b>A12</b>		<b>A10</b>
<b>1</b>	41,586		34,655
<b>2</b>	42,186		35,155
<b>3</b>	42,786		35,655
<b>4</b>	43,386		36,155
<b>5</b>	44,286		36,905
<b>6</b>	45,186		37,655
<b>7</b>	47,386		39,489
<b>8</b>	49,321		41,101
<b>9</b>	51,255		42,713
<b>10</b>	53,190		44,325
<b>11</b>	55,124		45,937
<b>12</b>	60,550		50,459

1. Secretaries will receive payment for additional credit and certificates earned as follows:

9 credits:      \$200

10 credits:     \$350

64 credits:     \$500

2. Increments are not automatic, but based upon the annual evaluation of secretaries in Article XX.

3. A \$900 longevity increase shall be granted to any secretary at the completion of 20 years of service in the Glassboro Public School System. Thereafter, a \$900 longevity increase shall be granted for each additional five years of service.

## Secretarial Salary Guide for the 2026 – 2027 Year

<b>YEAR 2</b>			
<b>2026-27</b>		<b>Glassboro Secretaries</b>	
<b>Salary Guide</b>			
<b>Step</b>	<b>A12</b>		<b>A10</b>
<b>1</b>	42,917		35,764
<b>2</b>	43,517		36,264
<b>3</b>	44,117		36,764
<b>4</b>	44,717		37,264
<b>5</b>	45,617		38,014
<b>6</b>	46,517		38,764
<b>7</b>	48,717		40,598
<b>8</b>	50,652		42,210
<b>9</b>	52,586		43,822
<b>10</b>	54,521		45,434
<b>11</b>	56,455		47,046
<b>12</b>	61,881		51,568

1. Secretaries will receive payment for additional credit and certificates earned as follows:

9 credits:      \$200

10 credits:     \$350

64 credits:     \$500

2. Increments are not automatic, but based upon the annual evaluation of secretaries in Article XX.

3. A \$900 longevity increase shall be granted to any secretary at the completion of 20 years of service in the Glassboro Public School System. Thereafter, a \$900 longevity increase shall be granted for each additional five years of service.

## Secretary Salary Guide for the 2027-2028 Year

<b>Year 3</b>			
<b>2027-28</b>	<b>Glassboro Secretaries</b>		
<b>Salary Guide</b>			
<b>Step</b>	<b>A12</b>		<b>A10</b>
<b>1</b>	44,113		36,761
<b>2</b>	44,713		37,261
<b>3</b>	45,313		37,761
<b>4</b>	45,913		38,261
<b>5</b>	46,813		39,011
<b>6</b>	47,713		39,761
<b>7</b>	49,914		41,595
<b>8</b>	51,849		43,207
<b>9</b>	53,783		44,819
<b>10</b>	55,718		46,431
<b>11</b>	57,652		48,043
<b>12</b>	63,078		52,565

1. Secretaries will receive payment for additional credit and certificates earned as follows:

9 credits:      \$200

10 credits:     \$350

64 credits:     \$500

2. Increments are not automatic, but based upon the annual evaluation of secretaries in Article XX.

3. A \$900 longevity increase shall be granted to any secretary at the completion of 20 years of service in the Glassboro Public School System. Thereafter, a \$900 longevity increase shall be granted for each additional five years of service.

## Transportation Department Employees

### Bus Drivers' Wage Guide 2025 - 2028

<b>YEAR 1</b>		
<b>2025-26</b>	<b>Glassboro Drivers</b>	
<b>Salary Guide</b>		
Step	Hourly	
L1Y1	25.08	
L1Y2	25.08	
L2Y3	26.65	
L2Y4	26.65	
L3Y5	28.07	
L3Y6	28.07	
L4Y7	29.33	
L4Y8	29.33	
L5 Top 9+	30.43	

  

<b>YEAR 3</b>		
<b>2027-28</b>	<b>Glassboro Drivers</b>	
<b>Salary Guide</b>		
Step	Hourly	
L1Y1	27.22	
L1Y2	27.22	
L2Y3	28.22	
L2Y4	28.22	
L3Y5	29.62	
L3Y6	29.62	
L4Y7	30.86	
L4Y8	30.86	
L5 Top 9+	31.96	

<b>YEAR 2</b>		
<b>2026-27</b>	<b>Glassboro Drivers</b>	
<b>Salary Guide</b>		
Step	Hourly	
L1Y1	26.24	
L1Y2	26.24	
L2Y3	27.49	
L2Y4	27.49	
L3Y5	28.90	
L3Y6	28.90	
L4Y7	30.16	
L4Y8	30.16	
L5 Top 9+	31.26	

A \$600 longevity increase shall be granted to any transportation employee at the completion of 10 years of service in the Glassboro Public School System. Thereafter, a \$600 longevity increase shall be granted for each additional five years' of service after 20 years.

## Transportation Aides' Wage Guide 2025 - 2028

<b>YEAR 1</b>		
<b>2025-26</b>	<b>Glassboro Transp Aides</b>	
<b>Salary Guide</b>		
Step	Hourly	
L1Y1	20.42	
L1Y2	20.42	
L2Y3	21.93	
L2Y4	21.93	
L3Y5	23.29	
L3Y6	23.29	
L4 Top 7+	24.04	

<b>YEAR 2</b>		
<b>2026-27</b>	<b>Glassboro Transp Aides</b>	
<b>Salary Guide</b>		
Step	Hourly	
L1Y1	20.87	
L1Y2	20.87	
L2Y3	22.38	
L2Y4	22.38	
L3Y5	23.73	
L3Y6	23.73	
L4 Top 7+	24.49	

<b>YEAR 3</b>		
<b>2027-28</b>	<b>Glassboro Transp Aides</b>	
<b>Salary Guide</b>		
Step	Hourly	
L1Y1	21.32	
L1Y2	21.32	
L2Y3	22.83	
L2Y4	22.83	
L3Y5	24.18	
L3Y6	24.18	
L4 Top 7+	24.94	

## Mechanics Wage Guide 2025 - 2028

			<u>Yr 1</u> <u>25/26</u>	<u>1.039</u>	<u>Yr 2</u> <u>26/27</u>	<u>1.039</u>	<u>Yr 3</u> <u>27/28</u>	<u>1.039</u>
<b>Mechanics</b>			\$ 52.79		\$ 54.85		\$ 56.99	
Hours								
2080	Total		\$ 109,807		\$ 114,089		\$ 118,539	
<b>Mechanic's Assistant</b>			\$ 43.55		\$ 45.25		\$ 47.02	
Hours								
2080.0	Total		\$ 90,595		\$ 94,128		\$ 97,799	
		<b>Grand Total</b>	\$ 200,401		\$ 208,217		\$ 216,337	
		Difference	\$ 7,522.28		\$ 7,815.65		\$8,120.46	
		%	3.900%		3.900%		3.900%	

**GLASSBORO SCHOOLS – GLASSBORO, NEW JERSEY**

**SCHEDULE D: CO-CURRICULAR GUIDE**

**Glassboro High School Drama**

CLUB	ACTUAL	2025 - 2028
<b><i>Musical Production and Drama Production</i></b>		
Fall Drama Costumer	\$1,203	\$1,278
Fall Drama Director		\$1,915
Fall Technical Director (Theater & Scenery)		\$1,915
Fall Drama Producer		\$1,915
Spring Music Costumer		\$1,680
Spring Musical Producer		\$1,915
Spring Drama Director		\$1,915
Spring Musical Vocal	\$1,553	\$1,597
Spring Technical Director (Theater & Scenery)		\$1,915
Spring Musical Choreographer	\$1,553	\$1,597
Pit Orchestra Director	\$1,614	\$1,278

Sponsors of activities and coaches shall be appointed annually by the board of education upon recommendation of the superintendent and shall be under supplemental contract. Tenure shall not accrue to sponsors of activities or coaches.

\*Advisors that were approved for a compensated stipend and are consecutively approved for the same co-curricular position will be compensated the “ACTUAL” amount listed above until the amount of stipend exceeds the actual stipend.

**GLASSBORO SCHOOLS – GLASSBORO, NEW JERSEY**

**SCHEDULE D: CO-CURRICULAR GUIDE**

**Glassboro High School Clubs**

<b>Class Advisors</b>	<b>ACTUAL</b>	<b>2025 - 2028</b>
Senior Class		\$3,833
Junior Class		\$3,833
Sophomore Class		\$3,193
Freshamn Class		\$3,193
Senior Trip Secretary		\$500
DECA		\$1,597
Interact	\$1,506	\$1,597
Mock Trial Club		\$1,278
National Art Honor Society		\$1,597
National Honor Society		\$1,597
Black Culture Club	\$1,485	\$639
Renaissance		\$3,193
Student Government		\$2,544
Tri-M Music Honor Society	\$1,105	\$1,278
Anime Club		\$1,278
Friends of Rachel Club		\$1,569
Yearbook		\$2,544
Graduation Secretary		\$500

Sponsors of activities and coaches shall be appointed annually by the board of education upon recommendation of the superintendent and shall be under supplemental contract. Tenure shall not accrue to sponsors of activities or coaches.

\*Advisors that were approved for a compensated stipend and are consecutively approved for the same co-curricular position will be compensated the “ACTUAL” amount listed above until the amount of stipend exceeds the actual stipend.

**GLASSBORO SCHOOLS – GLASSBORO, NEW JERSEY**

**SCHEDULE D: CO-CURRICULAR GUIDE**

**BOWE School Clubs**

CLUB	ACTUAL	2025 - 2028
Building Men		\$1,278
National Junior Honor Society		\$1,278
Renaissance	\$2,083	\$1,915
Yearbook		\$1,915
Math Counts	\$1,503	\$1,597
Student Council Governement		\$1,915
Art Club		\$1,255
Music Club		\$1,255
GLOW		\$1,255
Field Hockey Club		\$1,255
Beginner Band		\$639
Advanced Band		\$1,278
Choir		\$1,278
Beginner Orchestra		\$639
Advanced Orchestra		\$1,278

Sponsors of activities and coaches shall be appointed annually by the board of education upon recommendation of the superintendent and shall be under supplemental contract. Tenure shall not accrue to sponsors of activities or coaches.

\*Advisors that were approved for a compensated stipend and are consecutively approved for the same co-curricular position will be compensated the "ACTUAL" amount listed above until the amount of stipend exceeds the actual stipend.

**Glassboro Schools – Glassboro, New Jersey**

**Schedule D: Co-Curricular Salary Guide**

**Bullock School Clubs**

CLUB	ACTUAL	2025 - 2028
Honors Choir	\$1,535	\$1,278
Honors Choir Assistant		\$639
International Club	\$1,535	\$1,278
* 5th Grade Camping Trip (2)		\$750 each

\* All teachers that are attending the 5<sup>th</sup> Grade Camping Trip are to be paid the negotiated GEA Hourly Rate for the time worked beyond their contract.

Sponsors of activities and coaches shall be appointed annually by the board of education upon recommendation of the superintendent and shall be under supplemental contract. Tenure shall not accrue to sponsors of activities or coaches.

\*Advisors that were approved for a compensated stipend and are consecutively approved for the same co-curricular position will be compensated the "ACTUAL" amount listed above until the amount of stipend exceeds the actual stipend.

## SCHEDULE E: ATHLETIC SALARY GUIDE

2025 - 2026 Base =	\$70,999								
SPORT	POSITION	Step 1 %	Step 1 \$	Step 2 %	Step 2 \$	Step 3 %	Step 3 \$	Step 4 %	Step 4 \$
Baseball	Head (1)	8.00%	\$5,680	9.00%	\$6,390	10.50%	\$7,455	12.00%	\$8,520
	Assistants (2)	5.50%	\$3,905	6.50%	\$4,615	7.00%	\$4,970	7.50%	\$5,325
Basketball - Boys	Head (1)	10.50%	\$7,455	11.50%	\$8,165	13.00%	\$9,230	14.00%	\$9,940
	Assistants (2)	6.00%	\$4,260	7.00%	\$4,970	8.00%	\$5,680	9.00%	\$6,390
	Middle School	3.00%	\$2,130	3.50%	\$2,485	4.00%	\$2,840	4.50%	\$3,195
Basketball - Girls	Head (1)	10.50%	\$7,455	11.50%	\$8,165	13.00%	\$9,230	14.00%	\$9,940
	Assistants (2)	6.00%	\$4,260	7.00%	\$4,970	8.00%	\$5,680	9.00%	\$6,390
	Middle School	3.00%	\$2,130	3.50%	\$2,485	4.00%	\$2,840	4.50%	\$3,195
Cross Country	Head (1)	4.00%	\$2,840	5.00%	\$3,550	6.00%	\$4,260	7.00%	\$4,970
	Middle School	2.00%	\$1,420	2.50%	\$1,775	3.00%	\$2,130	3.50%	\$2,485
Football	Head (1)	13.00%	\$9,230	14.00%	\$9,940	15.50%	\$11,005	16.50%	\$11,715
	Varsity Assitant (3)	6.50%	\$4,615	7.50%	\$5,325	8.50%	\$6,035	10.00%	\$7,100
	Freshman Assistant (2)	5.50%	\$3,905	6.50%	\$4,615	7.50%	\$5,325	8.50%	\$6,035
Golf	Head (1)	4.50%	\$3,195	5.00%	\$3,550	6.00%	\$4,260	7.00%	\$4,970
Field Hockey	Head (1)	8.00%	\$5,680	9.00%	\$6,390	10.50%	\$7,455	12.00%	\$8,520
	Assistants (2)	5.50%	\$3,905	6.50%	\$4,615	7.00%	\$4,970	7.50%	\$5,325
	Middle School	2.75%	\$1,952	3.25%	\$2,307	3.50%	\$2,485	3.75%	\$2,662
Soccer - Boys	Head (1)	8.00%	\$5,680	9.00%	\$6,390	10.50%	\$7,455	12.00%	\$8,520
	Assistants (2)	5.50%	\$3,905	6.50%	\$4,615	7.00%	\$4,970	7.50%	\$5,325
Soccer - Girls	Head (1)	8.00%	\$5,680	9.00%	\$6,390	10.50%	\$7,455	12.00%	\$8,520
	Assistants (2)	5.50%	\$3,905	6.50%	\$4,615	7.00%	\$4,970	7.50%	\$5,325
Tennis - Boys	Head (1)	4.50%	\$3,195	5.00%	\$3,550	6.00%	\$4,260	7.00%	\$4,970
	Assistant (1)	2.30%	\$1,633	2.80%	\$1,988	3.30%	\$2,343	3.80%	\$2,698
Tennis - Girls	Head (1)	4.50%	\$3,195	5.00%	\$3,550	6.00%	\$4,260	7.00%	\$4,970
	Assistant (1)	2.30%	\$1,633	2.80%	\$1,988	3.30%	\$2,343	3.80%	\$2,698
Track - Spring	Head Boys (1)	8.00%	\$5,680	9.00%	\$6,390	11.00%	\$7,810	12.00%	\$8,520
	Head Girls (1)	8.00%	\$5,680	9.00%	\$6,390	11.00%	\$7,810	12.00%	\$8,520
	Assistants (2)	5.50%	\$3,905	6.50%	\$4,615	7.00%	\$4,970	7.50%	\$5,325
Track - Winter	Head (1)	10.50%	\$7,455	11.50%	\$8,165	13.00%	\$9,230	14.00%	\$9,940
	Assistant	6.00%	\$4,260	7.00%	\$4,970	8.00%	\$5,680	9.00%	\$6,390
Weight Room	Summer	5.00%	\$3,550	5.50%	\$3,905	6.50%	\$4,615	7.50%	\$5,325
	Fall	5.00%	\$3,550	5.50%	\$3,905	6.50%	\$4,615	7.50%	\$5,325
	Spring	5.00%	\$3,550	5.50%	\$3,905	6.50%	\$4,615	7.50%	\$5,325
Wrestling	Head (1)	10.50%	\$7,455	11.50%	\$8,165	13.00%	\$9,230	14.00%	\$9,940
	Assistants (2)	6.00%	\$4,260	7.00%	\$4,970	8.00%	\$5,680	9.00%	\$6,390
	Middle School	3.00%	\$2,130	3.50%	\$2,485	4.00%	\$2,840	4.50%	\$3,195
Softball	Head (1)	8.00%	\$5,680	9.00%	\$6,390	10.50%	\$7,455	12.00%	\$8,520
	Assistants (2)	5.50%	\$3,905	6.50%	\$4,615	7.00%	\$4,970	7.50%	\$5,325
Cheerleading	Head Football	5.00%	\$3,550	5.50%	\$3,905	6.50%	\$4,615	7.50%	\$5,325
	Head Basketball	5.00%	\$3,550	5.50%	\$3,905	6.50%	\$4,615	7.50%	\$5,325
Swimming	Head (1)	10.50%	\$7,455	11.50%	\$8,165	13.00%	\$9,230	14.00%	\$9,940
	Assistant	6.00%	\$4,260	7.00%	\$4,970	8.00%	\$5,680	9.00%	\$6,390
Band	Marching Band Director	8.00%	\$5,680	9.00%	\$6,390	10.50%	\$7,455	12.00%	\$8,520
	Assistant Marching Band	5.50%	\$3,905	6.50%	\$4,615	7.00%	\$4,970	7.50%	\$5,325
	Band Front Instructor	5.50%	\$3,905	6.50%	\$4,615	7.00%	\$4,970	7.50%	\$5,325
	Percussion Instructor	5.50%	\$3,905	6.50%	\$4,615	7.00%	\$4,970	7.50%	\$5,325

\*Coaches not at Step 4 shall move through the guide and Steps 1 – 3 shall be eliminated once moved through them. This is for (2025 – 2028)

2026 - 2027 Base =		\$73,626					
SPORT	POSITION	Step 2 %	Step 2 \$	Step 3 %	Step 3 \$	Step 4 %	Step 4 \$
Baseball	Head (1)	9.00%	\$6,626	10.50%	\$7,731	12.00%	\$8,835
	Assistants (2)	6.50%	\$4,786	7.00%	\$5,154	7.50%	\$5,522
Basketball - Boys	Head (1)	11.50%	\$8,467	13.00%	\$9,571	14.00%	\$10,308
	Assistants (2)	7.00%	\$5,154	8.00%	\$5,890	9.00%	\$6,626
	Middle School	3.50%	\$2,577	4.00%	\$2,945	4.50%	\$3,313
Basketball - Girls	Head (1)	11.50%	\$8,467	13.00%	\$9,571	14.00%	\$10,308
	Assistants (2)	7.00%	\$5,154	8.00%	\$5,890	9.00%	\$6,626
	Middle School	3.50%	\$2,577	4.00%	\$2,945	4.50%	\$3,313
Cross Country	Head (1)	5.00%	\$3,681	6.00%	\$4,418	7.00%	\$5,154
	Middle School	2.50%	\$1,841	3.00%	\$2,209	3.50%	\$2,577
Football	Head (1)	14.00%	\$10,308	15.50%	\$11,412	16.50%	\$12,148
	Varsity Assitant (3)	7.50%	\$5,522	8.50%	\$6,258	10.00%	\$7,363
	Freshman Assistant (2)	6.50%	\$4,786	7.50%	\$5,522	8.50%	\$6,258
Golf	Head (1)	5.00%	\$3,681	6.00%	\$4,418	7.00%	\$5,154
Field Hockey	Head (1)	9.00%	\$6,626	10.50%	\$7,731	12.00%	\$8,835
	Assistants (2)	6.50%	\$4,786	7.00%	\$5,154	7.50%	\$5,522
	Middle School	3.25%	\$2,393	3.50%	\$2,577	3.75%	\$2,761
Soccer - Boys	Head (1)	9.00%	\$6,626	10.50%	\$7,731	12.00%	\$8,835
	Assistants (2)	6.50%	\$4,786	7.00%	\$5,154	7.50%	\$5,522
Soccer - Girls	Head (1)	9.00%	\$6,626	10.50%	\$7,731	12.00%	\$8,835
	Assistants (2)	6.50%	\$4,786	7.00%	\$5,154	7.50%	\$5,522
Tennis - Boys	Head (1)	5.00%	\$3,681	6.00%	\$4,418	7.00%	\$5,154
	Assistant (1)	2.80%	\$2,062	3.30%	\$2,430	3.80%	\$2,798
Tennis - Girls	Head (1)	5.00%	\$3,681	6.00%	\$4,418	7.00%	\$5,154
	Assistant (1)	2.80%	\$2,062	3.30%	\$2,430	3.80%	\$2,798
Track - Spring	Head Boys (1)	9.00%	\$6,626	11.00%	\$8,099	12.00%	\$8,835
	Head Girls (1)	9.00%	\$6,626	11.00%	\$8,099	12.00%	\$8,835
	Assistants (2)	6.50%	\$4,786	7.00%	\$5,154	7.50%	\$5,522
Track - Winter	Head (1)	11.50%	\$8,467	13.00%	\$9,571	14.00%	\$10,308
	Assistant	7.00%	\$5,154	8.00%	\$5,890	9.00%	\$6,626
Weight Room	Summer	5.50%	\$4,049	6.50%	\$4,786	7.50%	\$5,522
	Fall	5.50%	\$4,049	6.50%	\$4,786	7.50%	\$5,522
	Spring	5.50%	\$4,049	6.50%	\$4,786	7.50%	\$5,522
Wrestling	Head (1)	11.50%	\$8,467	13.00%	\$9,571	14.00%	\$10,308
	Assistants (2)	7.00%	\$5,154	8.00%	\$5,890	9.00%	\$6,626
	Middle School	3.50%	\$2,577	4.00%	\$2,945	4.50%	\$3,313
Softball	Head (1)	9.00%	\$6,626	10.50%	\$7,731	12.00%	\$8,835
	Assistants (2)	6.50%	\$4,786	7.00%	\$5,154	7.50%	\$5,522
Cheerleading	Head Football	5.50%	\$4,049	6.50%	\$4,786	7.50%	\$5,522
	Head Basketball	5.50%	\$4,049	6.50%	\$4,786	7.50%	\$5,522
Swimming	Head (1)	11.50%	\$8,467	13.00%	\$9,571	14.00%	\$10,308
	Assistant	7.00%	\$5,154	8.00%	\$5,890	9.00%	\$6,626
Band	Marching Band Director	9.00%	\$6,626	10.50%	\$7,731	12.00%	\$8,835
	Head Assistant Marching Band	6.50%	\$4,786	7.00%	\$5,154	7.50%	\$5,522
	Assistant Band Front Instructor	6.50%	\$4,786	7.00%	\$5,154	7.50%	\$5,522
	Percussion Instructor	6.50%	\$4,786	7.00%	\$5,154	7.50%	\$5,522

2027 - 2028 Base	\$76,350				
<b>SPORT</b>	<b>POSITION</b>	<b>Step 3 %</b>	<b>Step 3 \$</b>	<b>Step 4 %</b>	<b>Step 4 \$</b>
Baseball	Head (1)	10.50%	\$8,017	12.00%	\$9,162
	Assistants (2)	7.00%	\$5,345	7.50%	\$5,726
Basketball - Boys	Head (1)	13.00%	\$9,926	14.00%	\$10,689
	Assistants (2)	8.00%	\$6,108	9.00%	\$6,872
	Middle School	4.00%	\$3,054	4.50%	\$3,436
Basketball - Girls	Head (1)	13.00%	\$9,926	14.00%	\$10,689
	Assistants (2)	8.00%	\$6,108	9.00%	\$6,872
	Middle School	4.00%	\$3,054	4.50%	\$3,436
Cross Country	Head (1)	6.00%	\$4,581	7.00%	\$5,345
	Middle School	3.00%	\$2,291	3.50%	\$2,672
Football	Head (1)	15.50%	\$11,834	16.50%	\$12,598
	Varsity Assitant (3)	8.50%	\$6,490	10.00%	\$7,635
	Freshman Assistant (2)	7.50%	\$5,726	8.50%	\$6,490
Golf	Head (1)	6.00%	\$4,581	7.00%	\$5,345
Field Hockey	Head (1)	10.50%	\$8,017	12.00%	\$9,162
	Assistants (2)	7.00%	\$5,345	7.50%	\$5,726
	Middle School	3.50%	\$2,672	3.75%	\$2,863
Soccer - Boys	Head (1)	10.50%	\$8,017	12.00%	\$9,162
	Assistants (2)	7.00%	\$5,345	7.50%	\$5,726
Soccer - Girls	Head (1)	10.50%	\$8,017	12.00%	\$9,162
	Assistants (2)	7.00%	\$5,345	7.50%	\$5,726
Tennis - Boys	Head (1)	6.00%	\$4,581	7.00%	\$5,345
	Assistant (1)	3.30%	\$2,520	3.80%	\$2,901
Tennis - Girls	Head (1)	6.00%	\$4,581	7.00%	\$5,345
	Assistant (1)	3.30%	\$2,520	3.80%	\$2,901
Track - Spring	Head Boys (1)	11.00%	\$8,399	12.00%	\$9,162
	Head Girls (1)	11.00%	\$8,399	12.00%	\$9,162
	Assistants (2)	7.00%	\$5,345	7.50%	\$5,726
Track - Winter	Head (1)	13.00%	\$9,926	14.00%	\$10,689
	Assistant	8.00%	\$6,108	9.00%	\$6,872
Weight Room	Summer	6.50%	\$4,963	7.50%	\$5,726
	Fall	6.50%	\$4,963	7.50%	\$5,726
	Spring	6.50%	\$4,963	7.50%	\$5,726
Wrestling	Head (1)	13.00%	\$9,926	14.00%	\$10,689
	Assistants (2)	8.00%	\$6,108	9.00%	\$6,872
	Middle School	4.00%	\$3,054	4.50%	\$3,436
Softball	Head (1)	10.50%	\$8,017	12.00%	\$9,162
	Assistants (2)	7.00%	\$5,345	7.50%	\$5,726
Cheerleading	Head Football	6.50%	\$4,963	7.50%	\$5,726
	Head Basketball	6.50%	\$4,963	7.50%	\$5,726
Swimming	Head (1)	13.00%	\$9,926	14.00%	\$10,689
	Assistant	8.00%	\$6,108	9.00%	\$6,872
Band	Marching Band Director	10.50%	\$8,017	12.00%	\$9,162
	Assistant Marching Band	7.00%	\$5,345	7.50%	\$5,726
	Band Front Instructor	7.00%	\$5,345	7.50%	\$5,726
	Percussion Instructor	7.00%	\$5,345	7.50%	\$5,726

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